

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Budget Analyst Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00721	Budget Analyst 1
00722	Budget Analyst 2
90722	Budget Analyst 2
00723/90723	Budget Analyst 3

Series Concept

This series includes non-supervisory positions which perform professional work in the analysis of governmental budgets and related work as the predominate part of their job.

Exclusions

Positions that perform professional accounting, management analysis, and program planning duties as the predominate part of their job should be classified in the appropriate Accountant, Fiscal & Policy Analyst, Management Analyst, or Program Planner series.

Class Distinctions

Budget Analyst 1

Position incumbents in this class function in a trainee capacity as part of an established “trainee/journey” concept. Work is performed under close supervision and is typically characterized by learning assignments. Incumbents spend a minimum of 18 months at this level preparing to be eligible for advancement to the journey level of the series. Incumbents perform entry-level professional work in the analysis of governmental budgets and related work. Incumbents assist higher level budget analysts and departmental officials with budget requests, revisions, special research, and cost projects or studies by applying methods, procedures, principles, theories, and techniques of governmental budget analysis.

Budget Analyst 2 (00722)

This is the experienced/full performance journey-level class in the series and differs from the first level in that work is performed under general supervision and no longer in a training or learning capacity. Position incumbents are promoted to this level from Budget Analyst 1 or have qualifying experience elsewhere that has prepared them for work as a Budget Analyst 2. The incumbents are responsible for providing detailed technical and procedural budget analysis and related work. The incumbents provide consultative budget and analytical services to agency staff regarding budget formulation, program operations, and appropriations control. Incumbents advise and assist with adherence to executive policies and legislative intent. Incumbents may assist higher-level analysts and/or give guidance and direction to other employees engaged in budget administration. Incumbents review and evaluate requests for operating and capital improvement funds for budget periods and recommend approval, modification or disallowance of such requests.

Budget Analyst Series

Budget Analyst 2 (90722)

This class code is used for both trainee-level and journey-level positions exempted from collective bargaining coverage. As such, this class has an extended range that is considered equivalent to the contract-covered Budget Analyst 1 and 2 classes. Position incumbents in this class perform trainee to journey-level professional governmental budget analysis work.

Budget Analyst 3

Position incumbents at this level perform advanced-journey-level budget analysis and related work. Incumbents perform budgetary planning and analysis of operations. Incumbents review agency allotment requests based on authorized budgets and recommend adoption, modification, or disallowance of such requests. Incumbents provide consultative budget and analysis services to agency staff regarding budget formulation, program operations, and appropriations control. Incumbents attend legislative budget hearings and analyze proposed legislation and policy revisions to assess the budgetary impact upon new or existing programs. Incumbents assist in the development of standards and procedures for more efficient budget administration. Additionally, they may serve as lead workers. They often provide guidance and direction to others involved in budget control and program activities. Incumbents perform budgetary work for two or more separate operating programs (or a single program of comparable scope and complexity) which represent different fields of work and require different program knowledge and budget techniques. Incumbents at this level usually are involved with budgeting of multiple funds (e.g., several appropriations, reimbursements, revolving funds, etc.).

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